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ANNEX I - A.

REQUIREMENTS AND CONTROL STAFF (5t/c)
OFFICE OF RESEARCH AND REPORTS

PRESENT ORGANIZATION AND FUNCTIONS
November 1952

OFFICE OF THE CHIEF

Chief
 Deputy Chief (Vacant)
 Special Assistant
 Administrative Assistant

Functions: Coordinate special project requirements programs with AD/RR, basic requirements with Division Chief; Secretary of EIC Sub-Committee on Requirements and Facilities for Collection; Weekly meeting with OIC and Requirements Chiefs; Personnel; Budget; Orientation Course-ORR; Partial process of Evaluations; SO notices on unreliable sources; Film Notices; Monthly Report; Mail control and dissemination for Office of Chief and Requirements Branch; Files for Office of Chief and Requirements Branch.

CONTROL BRANCH**OFFICE OF THE CHIEF**

Chief

25X1A

Functions: ORR member of CIA Document Procurement Committee; Records Management & Vital Materials Officer; Top Secret Control Officer; Mail and messenger service for ORR; Process publications purchase requests and reproduction requests; ditto and autostat machines for ORR

REQUIREMENTS BRANCH

Chief
 Operational Liaison Officer
 Requirements Analysts (1 Vacant)
 Typists

Functions: Chief attends weekly meeting with OIC and Requirements Chiefs; read and route incoming requests for requirements, prepare draft requirements when possible; review draft requirements and prepare coordinated final requirement; read and route information copies of collection requirements of other agencies; issue guide-type requirements; conduct certain special programs; arrange operational liaison

SERVICES SECTION

Chief
 Assistant Chief

25X1A

Functions: Read and route replies to specific requirements, requests for evaluations; obtain loan documents, cables, translations; control and disseminate Trade Fair material on loan from Commerce; maintain three files of COD control cards, 1 by control number to show ORR distribution, 1 by source, and 1 by control number to show final ORR disposition of the document

READING PANEL

Chief
 Assistant Chief
 Cable Readers
 Publications Reader
 Document Readers
 Top Secret Reader
 Cable Clerk
 Mail Clerks

25X1A

Functions: Read and route all material except replies to specific requirements; liaison with ORR analysts and Requirements analysts in order to keep informed on requirements; partial processing of evaluations; read and route cables

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Security Information

ANNEX I - B.

REQUIREMENTS AND CONTROL STAFF (St/C)
OFFICE OF RESEARCH AND REPORTS

RECOMMENDED ORGANIZATION AND FUNCTIONS

OFFICE OF THE CHIEF

Chief

Assistant Chief

Secretary

Functions: Secretary to the EIC Sub-Committee on Requirements and Facilities for Collection; Attend weekly meeting with OIC and Requirements Chiefs; Personnel; Budget; Direct guide-type requirements program; Monthly Report; Special projects

CONTROL BRANCH

Chief

Operational Liaison Officer

25X1A

[REDACTED]
Alternate TSCO)

Functions: ORR member of Document Procurement Committee; Records Management & Vital Materials Officer; Top Secret Control Officer; Operational Liaison; Control and dissemination of all mail; Route 80 burn notices and standard distribution publications; Follow-up on Evaluations; Services in procurement of loan materials, purchase of publications, translations, reproduction, arranging film showings; Ditte and autostat machines

REQUIREMENTS BRANCH

Chief

Assistant Chief

Secretary

25X1A

[REDACTED]

Functions: Draft guide-type requirements and coordinate with ORR analysts and EIC (through Chief, St/C); review requirements and returns periodically; process specific and spontaneous requirements and replies; implement special and continuing major requirements programs; route incoming economic intelligence documents; film notices, cables within ORR; Maintain continuing liaison with economic divisions on routing requirements; route and review evaluations